

## ALABAMA DEPARTMENT OF CORRECTIONS

### Alabama Prisoner Reentry Initiative

#### *Request for Proposal 09-0001-ADOC*

**DATES:** The closing date for the receipt of applications under this announcement is November 20, 2008. Applications must be received no later than 5 p.m. (central time). Application and submission information is explained in detail in Section IV & V of this Request for Proposal (RFP).

**SUMMARY:** The Alabama Department of Corrections (ADOC) is requesting proposals to fill the needs of the Alabama Prisoner Reentry Initiative (APRI). The Initiative is designed to reduce recidivism by helping offenders find work and access other critical services for their successful reentry into their communities. Prior to their placement in the communities, the ADOC will provide intensive drug treatment counseling and reentry preparation services. The ADOC is seeking a faith-based, community organization (FBCO) in the Jefferson county metropolitan area to successfully provide post-release transitional services to 100 eligible offenders for a two year period.

### I. PROGRAM INFORMATION

#### *1. Background*

On an annual basis, the ADOC releases in excess of 10,000 offenders back into society. Many of these offenders are severely lacking the treatment services, aftercare, referral services, and financial, educational, and vocational resources necessary for successful transition into society. The most recent statistical analysis revealed a 25.2% recidivism rate for the current offender population. Returning offenders, combined with a constant inflow of first time offenders, are placing an extreme demand on the State's prison system and the citizens of Alabama. At the end of calendar

year 2007, the ADOC was housing in excess of 24,000 offenders. Over 60% of Alabama's currently-held offenders have been previously incarcerated in the State's prison system, and over 8,000 of those offenders are classified as "habitual offenders." These factors clearly indicate a need for new strategies to be developed and implemented in preparing offenders for their reentry back into society and for reducing the overall prison population.

Substance abuse is a key factor in approximately 70% of the cases for offenders entering the ADOC. As of the reporting period ending November 2007, the ADOC assessed the drug history of 54,121 offenders entering the prison system. Of this number, 37,720 offenders were classified as "addicts," and their average age for beginning substance abuse was 17 years old. Drug-related crimes among this group resulted in 51,025 total arrests that then resulted in 39,682 convictions. Offenders with prior substance abuse problems are more likely to return to their addictive and criminal behaviors if they are not aware of, nor have connections to, the community support services that can assist them in remaining drug-free upon release.

Upon release, it has been determined that offenders do not have the knowledge or resources to access and acquire basic living essentials and State provided services including, obtaining personal identification/drivers license, transitional housing, food and clothing assistance programs, employment, education, substance abuse treatment, and family reintegration services. The lack of post-release transitional case management and services is a further hindrance to successful reentry and another key factor to offender recidivism.

#### *2. Objectives*

The Prisoner Reentry Initiative is designed to strengthen urban communities through an employment-centered program that incorporates

mentoring, job training, and other comprehensive transitional services. This program seeks to reduce recidivism by helping inmates find work when they return to their communities, keep those jobs, and increase their earnings over time. The selected FBCO shall provide the following types of comprehensive and coordinated services to offenders:

- *Employment:* This initiative shall stress job placement, job retention, and increasing the earnings potential of offenders. The FBCO shall provide each program participant with work-readiness, soft skills training, mentoring, job placement or referral for job placement, access to transportation services to and from work, and follow-up services to increase job retention.
- *Vocational Training and Educational Services:* The FBCO shall conduct assessments and work with participants to create individual development plans to connect participants to continuing education services (either toward the attainment of a high school diploma or GED or toward the attainment of an Associate's or Bachelor's degree), based on the participant's needs and interests, by partnering with adult education agencies, community colleges, and other education providers. The FBCO shall partner to offer opportunities for advanced vocational training with the goal of industry-recognized certifications, particularly in high-growth, high-demand fields in the local economy.
- *Mentoring:* The FBCO, in coordination with the corrections, parole, and probation structure, shall provide post-release mentoring and other services essential to reintegrating ex-offenders. Participating offenders will be matched by the FBCO with appropriate mentors who will be primarily responsible for supporting the returnee in the community and the workplace. Mentors will offer support,

guidance, and assistance with the many challenges faced by ex-offenders. For the purposes of this project, mentoring is defined as a relationship over a prolonged period of time between two or more people where caring volunteer mentors assist ex-offenders in successfully and permanently reentering their communities by providing consistent support as needed, guidance and encouragement that impacts APRI participants in a positive social relationship, and achieving program outcomes such as job retention, family reunification, reduced recidivism, etc.

- *Life Skills:* The FBCO shall provide training in preparation for pre-employment including, goal setting, decision making skills, self-esteem, conflict resolution, anger/stress management, and interpersonal communication skills. FBCOs shall also develop partnerships with targeted social service agencies within their communities so as to be able to link newly released offenders to reentry and transitional services.
- *Case Management:* The FBCO shall follow up with individual pre-release packets began in the ADOC to ensure credentialing and certifications have been completed. Case management services shall also include drug and substance abuse programs or links to these programs. Case management services shall also include employment services.
- *Housing:* The FBCO shall provide adequate housing or develop linkages to be able to provide housing for program participants. Funds are not available under this initiative to provide housing, housing services, or housing reimbursement for participants. It is the sole responsibility of the FBCO to provide these services.

### 3. Program Design & Structure

#### *What Is the Goal of the Alabama Prisoner Reentry Initiative?*

The goal of APRI is to reduce recidivism rates for offenders in the program and increase public safety.

#### *What Is the Target Group To Be Served Under This Grant?*

The target population will include male and female adult offenders, age 18 and older, housed in medium and minimum security prisons, who meet specific classification criteria of the ADOC Administrative Regulation 452 Supervised Reentry Program (SRP) and plan on reentering the Jefferson County metropolitan area. **Sex offenders are not eligible for program participation.**

#### *What Is the Overall Structure of This Initiative?*

The ADOC will select a total of 100 male or female offenders to participate in APRI. Once the offender has agreed to participate in the program, the offender will begin 8 weeks in the Substance Abuse Program (SAP) at an ADOC facility. Following SAP, the offender will receive two additional weeks of intensive case management services. The case management services, provided in house by an ADOC Social Worker, will include developing an individualized reentry plan. At this time, the offender will be linked to the FBCO selected in this solicitation by the ADOC. The offender will be transferred to the FBCO and remain under the supervision and custody of the ADOC. An ADOC APRI Correctional Sergeant will provide post-release monitoring of each offender. The FBCO will provide post-release services for a *minimum* of 6 months to offenders enrolled in APRI. The FBCO will work with the ADOC for a project period of two years, serving a total of 100 male or female offenders successfully completing the program. If an offender does not successfully complete the FBCO portion of the program, another offender will replace the unsuccessful offender. A total of 100 **successful** offenders must complete the program. Unsuccessful

offenders include those who are rearrested for any purposes or refuse to participate or complete in the program at any point and time. The FBCO will provide employment services, vocational training, educational services, mentoring, case management, referrals, and housing.

#### *What Are Allowable Uses of Grant Funds?*

The ADOC grant funds shall be used to provide a variety of services to returning offenders, including case management, workforce development, job training, on-the-job training, work experience, basic skills remediation, mentoring, and other reentry services.

The ADOC grant funds **shall not be used** for substance abuse treatment, mental health, housing, housing services, housing reimbursement, or salaries. These expenses are the sole responsibility of the FBCO. These grant funds are not to be used as start-up funds. Additionally, the ADOC grant funds shall not be used for pre-release services other than introductory meetings, orientations, and other activities necessary to establishing program connections with prisoners prior to their release.

#### *Will There Be a Planning Period After Grant Award?*

The planning period for the FBCO will commence once the award has been made. The FBCO should be ready to receive offenders by March 2009.

#### *Will There Be Required Meetings With the ADOC?*

The FBCO will be required to meet with the ADOC Advisory Committee beginning on a bi-weekly basis, monthly, and then on a quarterly basis once the award has been made.

#### *Will There Be an Evaluation of This Initiative?*

There will be a formal evaluation of this initiative. In applying for this grant, the FBCO agrees to cooperate in this evaluation by providing enrollment and participation data and other information during all years of

the project and to participate in a random assignment evaluation as directed by the ADOC. (See Reporting requirements in Section VI of this RFP.)

## II. AWARD INFORMATION

### 1. *What Is the Expected Number of Awards?*

The ADOC will award one grant to a FBCO that meets the requirements of this RFP.

### 2. *What Is the Total Amount Expected To Be Awarded Through This Grant Announcement?*

The ADOC expects to award a sum not to exceed \$162,000.00 over a two year project period.

### 3. *Who Will Be the Award Recipient Under this Initiative?*

The ADOC intends to select, at its' discretion, the most competent FBCO who provides a program designed to meet all the goals of this Initiative.

## III. ELIGIBILITY INFORMATION

### 1. *Eligible Applicants*

You are eligible to apply for this RFP if you are a faith-based or community-based organization located in or have provided services in the Jefferson County metropolitan area. The FBCO must provide evidence of the certification of their program by the Alabama Department of Public Health (ADPH).

### 2. *Match Requirement*

A match is not required for participation in this project.

### 3. *Letter of Intent*

A Letter of Intent, stating your organization's intent to submit an application to this solicitation, is requested (see Appendix A for sample letter). This letter in no way obligates the organization to the ADOC. Fax these letters to the attention of Hilary Gresham at 334-353-9740 by October 27, 2008.

## IV. PROPOSAL GUIDELINES

What an Application Must Include:

- **Program Narrative.** The program narrative must respond, in the order listed, to the Selection Criteria. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages "1 of 10," "2 of 10," etc. Submissions that do not adhere to the format will be deemed ineligible.
- **Budget and Budget Narrative.** Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and a budget narrative. This is separate and not included in the 10 page limit of the Program Narrative.
- **Project Timeline, Position Descriptions, Letters of Recommendation and Support.** A Project Timeline with each project goal, related objective, activity, expected completion date, responsible person(s) or organization; Position Descriptions for key positions within your organization; Letters of Recommendation and Support from key partners, detailing the commitment to work with APRI partners to promote the mission of this project. These documents are separate and not part of the 10 page limit of the Program Narrative.

### Selection Criteria

#### 1. **Organization Summary** (10 percent of 100)

Provide a brief overview of your organization and the services it currently provides. Demonstrate how your organization has coordinated in the past, and how you plan to coordinate in the future with State Criminal Justice Agencies.

#### 2. **Project Design & Implementation** (40 percent of 100)

Describe the proposed plan to implement the critical elements of the strategy, including assessment and planning activities and post-release services that will be provided to the participating offenders of this Initiative. Demonstrate how the implementation plan will be developed, executed, monitored, and evaluated. Indicate how the plan will ensure that at least 100 offenders successfully complete post-release transitional services. Outline a plan of direct client service for the remainder of the inmates' sentence or a minimum 6 months. Demonstrate how your organization will provide services, not funded by this grant, such as substance abuse treatment, mental health, and housing for participating offenders.

#### 3. **Capabilities/Competencies** (20 percent of 100)

Describe the management structure and staffing of your organization, identify the person responsible for the grant implementation. Demonstrate the capacity of your organization to participate in a project of this scale. Demonstrate the quality and experience of your organization to operate this initiative. List past grant experience, including name of grant, amount, summary of services provided, etc. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan.

#### 4. **Budget & Budget Narrative** (10 percent of 100)

Provide a proposed budget that is complete and allowable. Base your budget on providing allowable services for 100 offenders, both male and female (See section I. 3. for *Allowable Uses of Grant Funds*). Funds will be reimbursed on a monthly basis by the ADOC.

#### 5. **Impact/Outcomes, Evaluation, and Sustainment** (20 percent of 100)

Describe the process for assessing the initiative's effectiveness. Identify

goals and objectives for program development, implementation, and outcomes. Describe how performance will be documented, monitored, and evaluated and identify the impact of the strategy once implemented. Outline what data and information will be collected. Describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program. Discuss how your organization will sustain a relationship with the ADOC in the future after funding ends. Discuss the expected long-term results for the program.

#### 6. Required Attachments:

- *Letters of Recommendation and Support:* A letter from your organization's board of directors is required, stating the organizations willingness and ability to participate in the initiative, as well as following requirements set forth by the ADOC. Letters of support from your neighborhood association, city council, or zoning commission are encouraged.
- *Supporting Documentation:* Please provide copies of 501C3 letter, Letters of Incorporation, IRS Tax Exempt Status, proof of certification by the Alabama Department of Public Health and a list of those serving on your Board of Directors.

#### V. Submission Requirements, Date, Time, and Address

##### 1. Requirements

Provide five (5) copies of the entire application numbered, no binding, no staples, on white paper.

##### 2. Closing Date and Time

The closing date for receipt of applications under this announcement is November 20, 2008. Applications must be received at the below address no later than 5 p.m. (central time). Applications sent by facsimile (fax) will not be accepted. Applications that do not meet the conditions set forth in this notice will not be considered. No

exceptions to the mailing and delivery requirements set forth in this notice will be granted. Nothing sent to the ADOC by a FBCO will be returned.

##### 3. Mailing Options

**Direct Deliver (FedEx, UPS, etc.):**  
Alabama Department of Corrections  
301 South Ripley Street  
Montgomery, AL 36104-4425  
ATTN: Hilary Gresham

-Or-

##### US Postal Service:

Alabama Department of Corrections  
P.O. Box 301501  
Montgomery, AL 36130-1501  
ATTN: Hilary Gresham

##### 4. Late Applications

Any application received after the exact date and time specified for receipt at the office designated in this notice will not be considered.

##### 5. Pre-Grantee Award Meeting

This meeting will be held on Thursday November 6, 2008 at 10:00 a.m. at the Alabama Criminal Justice Center at 301 South Ripley Street Montgomery, AL 36104. At this meeting the ADOC will give an overview of the grant and its reentry program, followed by a question and answer session. Questions will be closed upon completion of the Pre-Grantee Award Meeting. In the Letter of Intent, please include your intentions of attending the meeting. **Specifics of the meeting will be sent to those who send a Letter of Intent.**

#### VI. Reporting

The grantee is required to provide the reports and documents listed below:

- **Quarterly Financial Report**  
A Quarterly Financial Status Report is required until such a time as all funds have been expended or the grant period has expired. Quarterly reports are due 30 days after the end of each calendar year quarter.
- **Quarterly Narrative Progress Report**

The grantee must submit a quarterly progress report to the ADOC within 30 days after the end of each quarter. A detailed account of transitional reentry activities undertaken during that quarter must be submitted. The report should be in narrative form and should include:

1. In-depth information on accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes.
2. Progress toward performance outcomes, including updates on product, curricula, and training development.
3. Performance Measure data (See Appendix B for requirements).

- **Final Report**

More information provided upon award to selected FBCO.

**Appendix A: Sample Letter of Intent**

**Appendix B: Performance Measures**

## **APPENDIX A**

### **SAMPLE LETTER OF INTENT Alabama Prisoner Reentry Initiative Grant**

**[Date]**

Hilary Gresham, Grant Administrator  
Alabama Department of Corrections  
301 South Ripley Street  
Montgomery, AL 36104-4425

RE: APRI Grant Letter of Intent

Dear Mrs. Gresham:

I submit this Letter of Intent to notify the Alabama Department of Corrections of **[name of your organization]**'s intent to submit a proposal for the FY2008 Alabama Prisoner Reentry Initiative Grant.

**[Name]** will be our main point of contact for the purposes of the application process and can be reached at:

- **Mailing Address**
- **Phone Number**
- **Email Address**

A representative from our organization will be in attendance at the Pre-Grantee Award Meeting on November 6, 2008.

Thank you for this opportunity to participate in the Alabama Prisoner Reentry Initiative.

Sincerely,

**Your Name**  
**Your Title**

## **APPENDIX B**

### **Performance Measures**

To assist in fulfilling the Department's responsibilities in reporting, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance Measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantee Provides
Reduce recidivism rates for offenders in the program and increase public safety.	1. Reduction in recidivism rate.	<p>Target Population (TP):</p> <p>1a. Number of offenders entering program.</p> <p>1b. Number of female offenders entering program.</p> <p>1c. Number of male offenders entering program.</p> <p>Recidivism Rate:</p> <p>1d. Number of participating offenders arrested while participating in program, by male and female.</p> <p>1e. Number of participating offenders eliminated from program for cause by male and female participants.</p> <p>1f. Number of participating offenders withdrawn from program due to factors beyond the participants' responsibility, by male and female participants.</p> <p>1g. Number of participants that successfully complete the program requirements, by male and female participants.</p>
	<p>2. Percent increase in number and type of post-release services being provided to the offenders in the TP in the following categories:</p> <ul style="list-style-type: none"> <li>• Cognitive behavioral therapy or other counseling</li> <li>• Life skills</li> <li>• Employment</li> <li>• Education</li> <li>• Substance abuse</li> <li>• Mental health</li> <li>• Overall health</li> <li>• Family</li> <li>• Anger management</li> <li>• Mentoring</li> <li>• FBCO</li> <li>• Other</li> </ul>	<p>2a. Total number of offenders in TP, by male and female participants.</p> <p>2b. Number of offenders in TP, by male and female participants, receiving post-release services after release.</p> <p>Type of service:</p> <ul style="list-style-type: none"> <li>• Cognitive behavioral therapy or other counseling</li> <li>• Life skills</li> <li>• Employment</li> <li>• Education</li> <li>• Substance abuse</li> <li>• Mental health</li> <li>• Overall health</li> <li>• Family</li> <li>• Anger management</li> <li>• Mentoring</li> </ul>

		<ul style="list-style-type: none"> <li>• FBCO</li> <li>• Other</li> </ul> <p>2c. Provide one overall number and then the specific number in each category, by male and female participants.</p> <p>2d. Provide one overall percentage of increase/decrease in pre- and post assessments and for each program area for each participant.</p> <p>2e. Number of contact hours with each participant by program area.</p> <p>2f. Number of contacts with case manager for each participants, specify method, telephone, in-person, e-mail.</p>
	3. Percent increase in number of offenders in TP for whom a transition plan is developed.	<p>3a. Total number of offenders in TP, by male and female participants.</p> <p>3b. Number of offenders in TP for whom a transition plan is developed, by male and female participants.</p>